

Appendix I

Initial Certification Training Syllabus and Annual Refresher Training Syllabus For Storm Water Compliance Representatives and Designees

Initial Training Syllabus

Richmond American Homes Storm Water Training Program – Storm Water Compliance Representatives and Designees

NOTE: The projected timeframes for each training module indicated on this syllabus are based on the approximate time needed to cover each topic in a live classroom setting. Actual times will vary due to numerous factors, including the size and nature of the audience. If a module is presented online, the projected time should be reduced by two-thirds.

Course Objectives

Module Objectives

By the end of this module, You will be able to:

- Understand how to review a specific onsite SWP
- Conduct a site walk through and note any onsite responsive actions

Time Frame – Approximately .5 hours

Regulatory Overview

Course Objectives

By the end of this module, you will be able to:

- Explain Federal, State and Local laws
- Describe who enforces the regulations
- Describe the implications if a site is not compliant

Time Frame – Approximately .5 hour

Richmond American Homes Storm Water Training Program – SWP, Inspections, Reporting, Auditing, and Stipulated Penalty Process

Course Objectives

Module Objectives

By the end of this module, You will be able to:

- Describe the RAH Storm Water Process
- Identify who is involved in RAH's program
- Determine where the SWP must be located
- Identify the key elements in a SWP
- Identify the sections in a SWP you will be responsible for
- Describe your responsibilities regarding maintenance of the SWP
- Describe the Pre-Construction Inspection process and use of required form
- Describe the site inspection and reporting Process as it relates to applicable permit(s) and use of required forms and external roles regarding Storm Water Consultants and Storm Water Control contractors
- Describe the RAH maintenance and repair process and external role of Storm Water Control contractors
- Describe Quarterly Audits and use of required forms
- Describe the National Annual Summary report
- Understand stipulated penalty process and the how the penalties will be tabulated via the Quarterly Audit and Annual Summary forms
- Discuss additional RAH internal requirements related that includes daily monitoring related to site and contractor oversight

Time Frame – Approximately 2.0 hours

Construction Site Pollutants and Storm Water Controls

Course Objectives

Module Objectives

By the end of this module, You will be able to:

- Define Erosion
- Define Sediment
- Identify various erosion storm water controls
- Describe what to look for when inspecting erosion storm water controls
- Identify various sediment storm water controls
- Describe what to look for when inspecting sediment storm water controls
- Identify tracking controls
- Describe what to look for when inspecting tracking controls
- Identify non-storm water, hazardous and waste materials
- Describe measures used for non-storm water and hazardous materials management
- Describe measures used for waste management

Time Frame – Approximately 2.0 hours

Richmond American Homes Storm Water Training Program – Final Instructions

Course Objectives

Module Objectives

By the end of this module, You will be able to:

- Describe the proper communication process (external and internal) when an agency inspection occurs
- Understand Internal and External Training processes
- Final guidance on maintaining compliance

Time Frame – Approximately .5 hour

Annual Refresher Training Syllabus

Regulatory Overview

NOTE: The projected timeframes for each training module indicated on this syllabus are based on the approximate time needed to cover each topic in a live classroom setting. Actual times will vary due to numerous factors, including the size and nature of the audience. If a module is presented online, the projected time should be reduced by two-thirds.

Course Objectives

By the end of this module, you will be able to:

- Explain Federal, State and Local laws
- Describe who enforces the regulations
- Describe the implications if a site is not compliant

Time Frame – Approximately 15 minutes

Richmond American Homes Storm Water Training Program – Annual Issues

Course Objectives

Module Objectives

By the end of this module, You will be able to:

- Discuss and understand issues promulgated by the Quarterly and Annual Reports
- Discuss the upcoming year objectives for increased compliance related to the RAH program

Time Frame – Approximately .5-1 hour

Richmond American Homes Storm Water Training Program – SWP, Inspections, Reporting, Auditing, and Stipulated Penalty Process

Course Objectives

Module Objectives

By the end of this module, You will be able to:

- Describe the RAH Storm Water Process
- Identify who is involved in RAH's program
- Determine where the SWP must be located
- Identify the key elements in a SWP
- Identify the sections in a SWP you will be responsible for
- Describe your responsibilities regarding maintenance of the SWP
- Describe the Pre-Construction Inspection process and use of required form
- Describe the site inspection and reporting Process as it relates to applicable permit(s) and use of required forms and external roles regarding Storm Water Consultants and Storm Water Control contractors
- Describe the RAH maintenance and repair process and external role of Storm Water Control contractors
- Describe Quarterly Audits and use of required forms
- Describe the National Annual Summary report
- Understand stipulated penalty process and the how the penalties will be tabulated via the Quarterly Audit and Annual Summary forms
- Discuss additional RAH internal requirements related that includes daily monitoring related to site and contractor oversight

Time Frame – Approximately 45 Minutes